## **Hagerstown Community College**

## Faculty Peer Review of Teaching Promotion and Tenure Request Timeline

(FY27 Compensation)

Faculty member notifies division director in writing of intent to apply for promotion and/or tenure September 2, 2025
Division director provides feedback to faculty applicant
Division director provides faculty applicant name(s) to Dean of Instruction
Faculty Assembly Chair provides Peer Reviewer names to Dean of Instruction
Dean of Instruction assigns promotion applicant(s) to a Peer Review Team September 26, 2025
Peer Review Team(s) meets to train and coordinate
Peer Review Team(s) review teaching of promotion applicant(s)October thru December, 2025
Promotion/Tenure Workshop hosted by the Fletcher Faculty Development CenterJanuary 8, 2026
Peer Review Team provides report to faculty promotion applicant(s)
Promotion and/or tenure applicant submits portfolio to division director
Director submits promotion/tenure portfolio(s) to Office of VPAASS
Office of VPAASS makes recommendation(s) to President
President reviews/approves recommendation(s)
President presents list to Board of Trustees for approval
Board of Trustees approves list